

JOB OPENING

Membership Services Assistant I Part Time

- Duties:** Demonstrate and instruct patrons in the use of circulation hardware and software; maintain accurate and confidential accounts using ILS software; collect payments and enforce circulation policies; sort, organize and check-in materials; provide pleasant and knowledgeable telephone reception; participate in outreach events.
- Requires:** High school diploma or equivalent, problem solving and customer service skills, organizational skills and an attention to detail, ability to operate computers and general office equipment, ability to communicate with people of all ages, and moderate lifting, pushing, carrying, walking, standing. Spanish language skills a plus.
- Schedule:** This is a 14 hour per week (average), year-round position that works on a rotating schedule as follows:
- Weeks 1 & 3
Monday 9am-1pm, Tuesday 5pm-9pm, Saturday 9am-2pm
- Weeks 2 & 4
Monday 9am-1pm, Tuesday 5pm-9pm, Friday 9am-1pm, Saturday 9am-2pm
- Starting Salary:** \$15.00 per hour, depending upon qualifications.
- Apply to:** Send resume and cover letter to:
- Daniel Quinlan
Membership Services Manager
Highland Park Public Library
494 Laurel Avenue
Highland Park, Illinois 60035
Human-resources@hplibrary.org

About the Library

The Highland Park Public Library team recruits creative, enthusiastic, and caring individuals whose work will build relationships and enrich lives. We work to create and support an environment of equity, diversity, and inclusion for the benefit of our employees, our collections, our programs and services, and our community. Our most valuable resource is our team. Join us!